

application is submitted within 6 months of the permit expiration date. Resissuance applications submitted which exceed 6 months of the permit expiration date will be charged the full permit fee.

After the contractor has reissued the permits, how does he or she obtain approval of inspections for which construction has been completed or where parts of the work performed are no longer accessible for inspections?

As the permit holder, it is the contractor’s duty to cause the work to remain accessible and exposed for inspection purposes. Furthermore, Miami-Dade County is not liable for any expense incurred in the removal or replacement of any material for the purpose of performing a required inspection. If the construction has been completed or if parts of the work performed are no longer accessible for inspection, the contractor will need to remove or replace any material for the purpose of the inspection. In certain cases, the Building Department may allow you to retain a duly qualified Florida licensed engineer or architect to investigate, inspect and perform any required testing to certify that the work was performed to code.

Inspection reports submitted by State of Florida duly licensed engineers and architects must indicate the scope of his/her inspections and methods used to ascertain compliance with the permit documents. All inspection reports must be signed and sealed. All final inspections shall be performed by Building Department inspectors.

How long does the contractor have to comply and what will be the penalty for noncompliance?

Please be advised that the contractor’s failure to notify us and provide appropriate documentation within 60 days of the receipt of this letter may result in the issuance of tickets, suspension of permitting privileges and the initiation of disciplinary action before the Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board. The contractor must do one of the following: Provide documentation if, in his or her

opinion, our records are incorrect or incomplete, submit Special Inspector reports and documentation or renew the permit, if required.

Where are your offices located and what are the processing hours?

Miami-Dade County Permitting and Inspection Center
11805 S.W. 26th Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2100
Plans processing between the hours of
7:30 a.m. to 4:30 p.m., Monday through Friday.

South Office
10710 S.W. 211 Street, Suite 105
Miami, Florida 33189
(305) 233-0614
Plans processing drop off service between the hours of
7:30 a.m. to 4:30 p.m., Monday through Friday.

Alex Penelas
Mayor



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Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability. “It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act.”

**PERMITS
WITHOUT
FINAL
INSPECTIONS**

**QUESTIONS AND
ANSWERS FOR PROPERTY
OWNERS WITH
EXPIRED PERMITS**



A public information service of
**Miami-Dade County
Building Department**
Permitting and Inspection Center
11805 S.W. 26th Street (Coral Way)
Miami, FL 33175-2474
(786) 315-2100
Monday - Friday
7:30 a.m. - 4:30 p.m.

www.co.miami-dade.fl.us/bldg/
or
www.miamidade.gov

What if the Building Department's records are incomplete or inaccurate?

Your contractor should visit one of our Building Department's offices with documentation to that effect. Examples of documentation your contractor may submit are: Permit card showing proof that the final inspection was performed by a Building Department Inspector, proof of approved shop drawing and payment of shop drawing fees.

What if permits were obtained and the work was never performed or duplicate permits were issued for the same work?

Request cancellation of the permits by writing a letter to the Building Department, Permit Records Section at 11805 S.W. 26 Street, Miami, Florida 33175-2474, Attention: Branch Office Supervisor. In your letter, please be sure to give the permit number, job address and reason for cancellation. The letter should be signed by your contractor.

What if the job was halted due to legal action or a dispute with the contractor?

If the contractor started the job but did not complete the work due to legal action or a dispute, you need to submit documentation to that effect to the Building Department. Example of documentation would be a complaint filed against the contractor or court records of pending legal action. The department will consider granting a compliance extension until the resolution of the complaint or legal action, provided no life safety violations exist. However, eventually either the original contractor will need to complete the work, or you will need to hire a new contractor to complete the work or you could complete the work yourself as an Owner-Builder. In order to complete the work as an Owner-Builder, you must have the experience, knowledge and ability required to perform the work in accordance with the Florida Building Code. If the current contractor does not complete the work, you will need to transfer the permit to your new contractor or to yourself as an Owner-Builder, if you qualify, prior to performing any work or calling for mandatory inspections.

What do I do to transfer the permit to a new contractor or to myself as the Owner-Builder?

You will need to complete a Hold-Harmless Letter (a Miami-Dade County form) authorizing a new contractor to complete the work or requesting to complete the work as an Owner-Builder. If a new contractor will complete the work, he will need to submit the Hold-Harmless Letter to the Building Department along with a permit application. There will be a 10 working day waiting period prior to the change of contractor taking effect.

If you plan to do the work as an Owner-Builder you will need to complete the Hold-Harmless Letter and submit it to the Building Department with proof of ownership and a new permit application. You will be given a verbal test to insure you have the experience and knowledge of the Florida Building Code required to perform the work. There will be a 10 day waiting period prior to the change of contractor taking effect.

If there is no documentation submitted to show that the permit is valid such as inspections performed by a Special Inspector, the permit will need to be renewed.

What if one of the outstanding requirements under the permit was not required or not performed?

For example: an electrical upgrade was shown on the original plans, however, it was not performed.

In order to delete a portion of the work from the original permit, the contractor (or Owner-Builder) will need to visit one of our Building Department's offices during the designated processing hours with a revised set of plans. He or she will be required to complete a new permit application and obtain approvals from the required processing sections.

What if my contractor retained a duly qualified and pre-approved Special Inspector to perform the mandatory inspections at the time of construction?

If the required mandatory inspections were performed by a Special Inspector pre-approved and prequalified by us at time of construction, the

contractor must submit the inspection reports to one of the Building Department Offices so that the results of the inspections can be made part of the official record, if accepted. Once those inspections have been made part of our records, the contractor (or Owner-Builder) is still required to call for any mandatory inspections that were not performed by the Special Inspector and the final inspection which must be performed by the Building Department's inspectors. If it has been more than 180 days since the last inspection was performed by the Special Inspector, the contractor will need to have your permit reissued and call for all remaining mandatory inspections.

What if the work was performed and mandatory inspections were never called for and a Special Inspector was not retained to perform the inspections?

The contractor is required to have the permit reissued and call for mandatory inspections (refer to procedures below).

What is the procedure and fee for reissuing the permit?

In order for the permit to be reissued so that the contractor can call for required inspections, he or she will need to come to one of our Building Department offices during the designated processing hours. Listed below, for convenience, are office locations and processing hours. The contractor will be required to complete a new permit application and will need to obtain approvals from the sections that originally reviewed the permit such as the Construction Plans Processing Section within the Building Department in addition to obtaining any approvals required by other departments such as the Department of Environmental Resource Management (DERM) and the Department of Planning and Zoning.

The reissuance application will be processed as per the South Florida Building Code requirements at the time of the permit reissuance, or the Florida Building Code after March 1, 2002. The Building Department's fee for the reissuance permit will be 50% of the original fee provided that the issuance